



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene
Mental Hygiene Administration
Spring Grove Hospital Center – Dix Building
55 Wade Avenue – Catonsville, Maryland 21228

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – John M. Colmers, Secretary
Brian M. Hepburn, M.D., Executive Director

TO: Public Mental Health System (PMHS) Providers

FROM: Lissa Abrams
Deputy Director, Mental Hygiene Administration (MHA)

RE: Clarification on Completing “**Documentation for Uninsured Eligibility Benefit Form**”

DATE: October 24, 2008

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This memorandum is to provide additional clarification to the requirements for requesting and completing documentation for MHA's uninsured eligibility benefit. MHA has revised the form that provides documentation to validate the individual's eligibility. However, if you have already completed the former uninsured eligibility benefit form, it is not necessary to complete the revised form until the individual's annual eligibility is due to be reviewed.

MHA has prioritized services for individuals who are uninsured when the individual has a psychiatric diagnosis, is in need of mental health services, and is financially needy. Uninsured eligibility is provided to individuals near federal poverty level or who have other documented financial hardships.

In addition, the individual must meet one of the following conditions:

- The consumer has received services in the Public Mental Health System (PMHS) in the past two years;*
- The consumer is currently receiving SSDI for mental health reasons;*
- The consumer is homeless within the state of Maryland;*
- The consumer was released from prison, jail or a Department of Correction facility within the last 3 months;*
- The consumer was discharged from a Maryland-based psychiatric hospital within the last 3 months;*
- The consumer is receiving services as required by an order of a Conditional Release; or*
if the individual has an urgent need for outpatient mental health services and has been approved by the Core Service Agency (CSA).

The uninsured benefit for individuals who have Medicare includes services not covered by Medicare, such as Psychiatric Rehabilitation Programs (PRP), Residential Rehabilitation Programs (RRP) Mobile Treatment Services (MTS), Supported Employment, and Assertive Community Treatment (ACT).

In order to assure that individuals most in need who are uninsured receive the uninsured benefit, MHA is implementing the following procedures.

Initially, and annually thereafter, for every individual who is uninsured, programs shall document that applications have been made for all applicable benefits. Programs are to assist consumers by reviewing all potential public benefit programs and referring individuals accordingly. The "Documentation for Uninsured Eligibility Benefit" Form is to be kept in the individual's medical record. It is not to be submitted to MHA or MAPS-MD unless specifically requested. When medical records are reviewed during audits performed by MHA, MAPS-MD, Office of Health Care Quality (OHCQ), or the Core Service Agency (CSA), the auditors will review the record to see if the form has been completed for individuals with uninsured eligibility spans.

The forms are to be completed for all uninsured individuals in all types of PMHS services and programs by the program requesting eligibility on behalf of the consumer. This includes, but is not limited to: PRP, RRP, MTS, Outpatient Mental Health Centers (OMHC), services rendered by individual practitioners, Supported Employment programs, etc.

For OMHCs, with the individual, review benefits and refer the individual to either case management services or to the applicable benefits office. PRP and RRP are required to assist consumers apply. Consumers may attest and document the attestation that they have submitted applications for various benefit programs. It is not expected that programs will receive copies of all applications.

Programs will continue to provide information to MAPS-MD when requesting an uninsured eligibility span. This process will not change. The "Documentation for Uninsured Eligibility Benefit" form will validate the individual's continued need for the uninsured benefit.

For individuals who are uninsured, who are employed, and are requesting authorization for PRP services, MAPS-MD will direct the provider to refer the individual to Maryland Department of Disabilities Employed Individuals with Disabilities (EID) Outreach program in order for the program to apply for EID on behalf of the individual. Before an uninsured request is determined, MHA is requiring an EID application be submitted. Exceptions will be granted only for an urgent care and referrals from state hospitals.

For veterans of Afghanistan and Iraq residing in rural areas of Maryland, MHA will provide gap services, outpatient treatment and crisis intervention services until the Veterans Administration benefits are activated and available. This does not apply to individuals with insurance benefits.

If you have any questions please contact me at abramsl@dnhmh.state.md.us. Thank you for your attention to this matter.

Enclosure: **"Documentation for Uninsured Eligibility Benefit Form" Revised November 2008**
cc: CSA Directors
MHA Management Committee
OHCQ – Mental Health Unit
Jennifer Huber, MAPS-MD